

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
OCTOBER 7, 1998**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, October 7, 1998, at 2 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A and a list of Participants is given in Attachment B. *The purpose of this meeting was to address the issues from the last teleconference and new issues regarding Frequently Asked Questions (FAQs), Publications and NELAC Announcements, and Presentation Materials.*

SUMMARY

Previous Issues:

The committee approved the minutes from the August 10, 1998 teleconference.

Dr. Ronning sent the proposed changes to the Constitution and Bylaws, and Chapter 1 to Ms. Pauline Bouchard, chair of the Program Policy and Structure Committee.

Dr. Ronning discussed the “NELAC Road Show” with Mr. Chuck Wibby, and is expecting to receive a copy of his presentation materials and flyers. The committee can distribute this information because it is not copyrighted.

Mr. Mike Ciolek had presented questions to Ms. Jeanne Mourrain regarding the NELAC Website. Dr. Ronning included these questions and Ms. Mourrain’s answers in a fax that she sent to committee members before the teleconference. Some of the committee members disagreed with Ms. Mourrain’s opinion on the possible inappropriate use of presentation materials and their position was that anyone could download a file off the Internet and use it inappropriately. Dr. Ronning will approach Ms. Mourrain with this issue again soon.

The committee discussed the issue of FAQs for the NELAC Website. No NELAC committee has responded yet to the request regarding FAQs they would like to see on the Website. The committee decided to pull FAQs from the Fact Sheets and add others if they get responses from the NELAC committees. A committee member mentioned that the Website address needs to be changed on all printed materials.

Mr. George Mills and Ms. Robin Santos described their progress on the Fact Sheet revisions. Ms. Santos started to make revisions, and realizing that confusion between the terms NELAC and NELAP may occur, waited for clarification before continuing. The committee decided to use the term NELAP which is the acronym for National Environmental Laboratory Accreditation Program. It was mentioned that the two trifold fact sheets are almost identical. Mr. Don Zahiser made changes to the wording regarding Good Laboratory Practices (GLPs) and Scope of Accreditation.

New Issues:

The committee discussed a FAQ that could be listed on the Website, "How do I get to be a member?" Another idea that was proposed was how a person could search for a state's status in the NELAC Accreditation process. The committee proposed that the Board of Directors conduct a straw poll of State Representatives about the status of their states for NELAC accreditation. The committee feels they should update this information annually. Dr. Ronning will recommend the board conduct a straw poll.

Dr. Ronning sent a list of publications to the committee. The committee members reviewed this list for suitability of placing a NELAC announcement. The consensus is that this is a large list and needs to be consolidated. Ms. Diana Baldi volunteered to consolidate the list and will contact the American Society for Quality (ASQ) in Milwaukee about including NELAC announcements in their publications.

Dr. Ronning will contact Ms. Mourrain about obtaining a copy of the NELAC Video for committee members to view as the committee believes this is a good outreach tool, and they should be aware of how NELAC is being presented to the public. Dr. Ronning mentioned that any handouts needed to be available by the Interim Meeting.

The teleconference was adjourned. The next teleconference will be held in early December.

**ACTION ITEMS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
OCTOBER 7, 1998**

Item No.	Action Item	Date To Be Completed
1.	Dr. Ronning will approach Ms. Mourrain again about posting presentation materials on the NELAC Website.	
2.	Dr. Ronning will recommend the Board of Directors conduct a straw poll of State Representatives.	
3.	Ms. Baldi will consolidate the list of publications and websites which NELAC Announcements will be sent.	
4.	Ms. Baldi will contact ASQ in Milwaukee about including NELAC Announcements in their publications.	
5.	Dr. Ronning will contact Ms. Mourrain about obtaining a copy of the NELAC Video for Committee members to view.	

**PARTICIPANTS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
OCTOBER 7, 1998**

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